

BYLAWS
for the
PHI BETA LAMBDA DIVISION
to the
Constitution
of the
MISSOURI CHAPTER OF FBLA-PBL, INC.

ARTICLE I

Organization

Section 1. The PBL Division is composed of active local chapters chartered by FBLA-PBL, Inc., for whom individual membership dues have been received, who abide by the national, state, district, and local constitutions, and pursue the purposes of PBL.

Section 2. The state committee serves in a liaison capacity with the national organization.

Section 3. The general administration of the PBL Division is vested in the Executive Council and the Board of Directors. The Board of Directors is the governing authority.

ARTICLE II

Membership

Section 1. Membership in the PBL Division consists of the total members of the chartered local chapters who must also hold membership in the state and national organizations.

Section 2. Classes of individual membership in the PBL Division

a. (1) Active members are students who become members while enrolled in a business or business related program. They accept the purposes of PBL, subscribe to its creed, demonstrate willingness to contribute to good school-community relations and possess qualities for employment.

(2) Active members pay dues as established by the national, state, and local PBL organization.

(3) Active members are eligible to participate in national, state, or local events; to serve as a voting delegate to the national or state leadership conferences; to hold national, state, or local offices; and to represent otherwise the national, state, or local PBL organization as approved by the adviser of such organization.

b. (1) Professional members are persons associated with or participating in the professional development of PBL as approved by the PBL Division. Such members may include advisers, business teacher educators, state supervisors or state directors of business education, and other persons from the field of education who are contributing to the growth and development of PBL.

(2) Professional members are ineligible to participate in events, serve as voting delegates, or hold office and are not required to pay dues.

c. (1) Honorary members are elected to membership in the PBL Division by a majority vote of the members of the PBL Division Executive Council. These members might be employers; supervisors of training stations; other persons in industry, business, professions, or labor; or members of a professional organization, who are or have been active in assisting in the advancement of business education, or who are rendering outstanding service to PBL at any level.

(2) Honorary members are not eligible to vote or hold office and are not required to pay dues.

(3) A limit to the number of honorary members elected each year is established by the PBL Division's Executive Council.

Section 2. The PBL Division is open for membership to all business students regardless of race, religion, color, or national origin.

Section 3. The PBL Division's membership year is from July 1 through June 30.

ARTICLE III

Board of Directors

Section 1. The PBL Division's Board of Directors is composed of the advisers of the five student officers, the State Chairman of the Missouri Chapter of FBLA-PBL, Inc., and the PBL Division's State Adviser.

Section 2. Board of Directors Term of Membership

(a) The term of each of the local chapter advisers who are members of the PBL Division's Board of Directors is for the PBL Division's year in which the student officer they advise serves as a PBL Division Officer.

(b) The State Chairman and State Adviser serve on a year-to-year basis as confirmed by the National Board of Directors.

Section 3. The PBL Division's Board of Directors is the governing authority. It reviews the policies and procedures suggested by the PBL Division's Executive Council, helps administer the policies and procedures, and consults with local chapter advisers about the business of the PBL Division.

ARTICLE IV

State Committee

Section 1. The state chairman of the Missouri State Chapter of FBLA-PBL, Inc., is designated by the National Board of Directors of FBLA-PBL, Inc.

Section 2. The state adviser of the PBL Division is designated by the State Chairman.

ARTICLE V

Executive Council

Section 1. The PBL Division's five officers comprise the Executive Council.

Section 2. The state chairman of the Missouri State Chapter of FBLA-PBL, Inc., the state adviser of the PBL Division, and the PBL Division's Parliamentarian are ex-officio members of the PBL Division's Executive Council.

Section 3. The PBL Division's Executive Council suggests policies and procedures, plans the PBL Division's Leadership Conference, establishes an agenda for the business meeting of the PBL Division's Leadership Conference, develops a budget, approves expenditures, makes appointments to vacancies, reviews campaign materials of officer candidates, and plans and conducts the PBL Division's business from one annual leadership conference to another subject to the State and National PBL Constitutions and in cooperation with the Chapter's State Chairman and the PBL Division's Board of Directors.

ARTICLE VI

Officers

Section 1. (a) Officers of the PBL Division consist of a president, vice president, secretary, treasurer, historian-reporter, and other officers as are necessary.

(b) The term for elected officers will extend to the end of the PBL fiscal year, June 30, corresponding with the school year for which they were elected.

Section 2. Qualifications for an officer position are: participation in a business program, have endorsement of the local chapter, be recommended by the local chapter adviser, have at least one full year remaining in college, and file for an official application with the PBL Division's adviser before the PBL State Leadership Conference. It is recommended that the candidate hold or have held a corresponding or high elective office in the local chapter or other postsecondary organization.

Section 3. Qualifications for the Parliamentarian are: participation in a business program, have endorsement of the local chapter, be recommended by the local chapter adviser(s), and have a year or more remaining in his/her business program at the time of appointment.

Section 4. Duties of the PBL Division's Officers

a. The president (1) serves as chairman of the PBL Division's Executive Council; (2) calls meetings of the PBL Division's Executive Council and the PBL Division's Leadership Conference; (3) presides at council meetings and the business sessions of the state leadership conference; (4) appoints appropriately needed committees and committee chairmen; (5) maintains close and continuing communication with the state chapter adviser; (6) and performs duties for the promotion and development of local, state, and national PBL.

b. The vice president (1) presides at meetings in the absence of the president; (2) assumes the duties of the presidency should that position become vacant; (3) organizes the officer candidates' briefing session; (4) oversees the campaign table setup; (5) organizes the officer candidate speaking session; (6) conducts the election of officers at the state leadership conference; (7) performs other duties directed by the president; (8) participates in activities for the promotion and development of local, state and national PBL.

c. The secretary (1) performs duties common to the office; (2) records the minutes of the executive council meeting; (3) keeps an accurate record of any business brought before the voting delegates at the annual leadership conference; (4) prepares the state chapter's annual report; (5) performs other duties directed by the president; (6) and participates in activities for the promotion and development of local, state, and national PBL.

d. The treasurer (1) maintains the state chapter's bank account; (2) keeps an accurate record of receipts, deposits, and disbursements; (3) makes disbursements only on budgeted items reviewed by the state adviser or items not in the budget which have been approved by the executive council and/or board of directors; (4) performs other duties directed by the president; (5) participates in activities for the promotion and development of local, state, and national PBL.

e. The historian-reporter (1) prepares material to encourage local chapters to initiate press releases; (2) requests material from local chapters for the state newsletter; (3) arranges for the publication of as many issues of the state newsletter as approved by the executive council and board of directors; (4) forwards state news to the national office; (5) keeps records, pictures, and other material of historic importance to the state organization; (6) performs other duties directed by the president; (7) participates in activities for the promotion and development of local, state, and national PBL.

f. The parliamentarian (1) assists the president in the use of proper rules of order; (2) ensures that business is conducted properly at the PBL Division's Executive Council meeting and other business meetings of PBL; (3) uses Robert's Rules of Order, Newly Revised, as a guide for the decisions not otherwise outlined; (4) performs other duties assigned by the president; (5) participates in activities for the promotion and development of local, state, and national PBL.

Section 5. The PBL Division's new officers are installed at the PBL Division's Leadership Conference or are installed in absentia by the PBL Division's state adviser if voting is conducted by the mail.

Section 6. The PBL Division's Executive Council appoints persons to fill any vacancy occurring in the office of vice president, secretary, treasurer, historian-reporter, and parliamentarian.

ARTICLE VII

Elections

Section 1. The officers of the PBL Division are elected annually at the PBL Division's Leadership Conference by a simple majority vote of the authorized voting delegates who are present from active local chapters in good standing with the state and national organization.

Section 2. In the event that the PBL Division's Leadership Conference is not held, officers are to be elected by a simple majority of valid ballots returned from authorized voting delegates of chapters in good standing with the state and national organization.

Section 3. A lack of a simple majority in the vote for any office results in another round of voting with the candidate having the least number of votes after each ballot being removed from the running until a candidate receives a majority vote.

Section 4. A tie in the vote for any office, whether it be the tied candidates receiving the largest number of votes or the tied candidates receiving the least number of votes, results in a runoff vote to break the tie.

Section 5. After one runoff vote for the PBL Division's offices of president, vice president, secretary, treasurer, and historian-reporter, the incoming council members and outgoing elected officers who are present are to cast one vote each to break the tie.

Section 6. The offices in the PBL Division are filled in the following order when the election of the PBL Division's officers is held at the PBL Division's Leadership Conference: president, vice president, secretary, treasurer, and historian-reporter.

Section 7. No two state officers shall be elected from the same local chapter. Unopposed candidates shall not be eliminated because of this restriction.

Section 8. The parliamentarian is selected each year at the State Leadership Conference. The individual selected will be the person receiving the highest score on the parliamentary procedure written test and has at least one year remaining in college.

ARTICLE VIII

Voting

Section 1. Each local chapter in good standing with the state and national organizations is entitled to send voting delegates from its active membership to the PBL Division's Leadership Conference in accordance with the following:

Under 50 members – two voting delegates
50 – 100 members - three voting delegates
Over 100 members - four voting delegates

All local chapters may provide alternates to the certified voting delegates.

Section 2. All voting delegates and alternates are certified by their local chapter adviser to the PBL Division's state adviser.

ARTICLE IX

Meetings

Section 1. The PBL Division's Leadership Conference is held annually at a place and date determined by the PBL Division's Executive Council.

Section 2. The PBL Division's Executive Council holds at least one meeting during the time from June 1 to August 31. This meeting is called by the PBL Division's president in cooperation with the FBLA Division's state adviser. All of the PBL Division's Executive Council members are given advance notice of this meeting.

Section 3. The PBL Division's Executive Council, by a simple majority vote, may cancel the PBL Division's Leadership Conference. This action must then be submitted to the active local chapters in good standing with the state and national organizations for ratification by mailed ballot.

Section 4. Local chapters may petition for a PBL Division Leadership Conference to be held. A simple majority of the active local chapters in good standing with the state and national PBL organizations are enough signers to order the PBL Division's Executive Council or the Chapter's State Chairman to call a PBL Division Leadership Conference.

Section 5. A quorum for a meeting of the PBL Division's Executive Council is a simple majority of those present who are duly elected members of the PBL Division's Executive Council.

Section 6. A quorum for a business session of the delegates to the PBL Division's Leadership Conference is a majority of the authorized delegates present at the time announced on the program of the PBL Division's Leadership Conference.

ARTICLE X

Finances

Section 1. The PBL Division's Executive Council prefers to have dues forwarded to the PLB Division's Treasurer in separate checks for state and national dues.

Section 2.

a. The amount of the dues is proposed by the PBL Division's Executive Council after reviewing the budget prepared by the PBL Division's Treasurer.

b. The proposed dues are approved by a simple majority vote of the authorized voting delegates present at the PBL Division's Leadership Conference or by a simple majority of valid ballots returned from active local chapters in good standing with the state and national organizations.

c. A deadline for the return of ballots is established by the PBL Division's Executive Council to be not less than thirty days from the postmark on the envelope in which the ballots were received by the local chapter.

Section 3. A tie vote results in the PBL Division's President casting the tie-breaking vote.

Section 4. The chapter's fiscal year is July 1 through June 30.

ARTICLE XI

Delegates to National Leadership Conference

Section 1. The authorized voting delegates to the National PBL Leadership Conference are the incoming vice president and secretary. If either of the delegates is unable to attend the national conference, the president, treasurer, and reporter in that order should be given preference as an alternate voting delegate. Should the five elected officers not be able to serve as voting delegates, the state adviser will designate two voting delegates from the members who are attending the conference.

ARTICLE XII

Emblems and Colors

Section 1. Emblems and insignia are those of FBLA-PBL, Inc.

Section 2. The colors of the Chapter are blue and gold as are those of FBLA-PBL, Inc.

ARTICLE XIII

Amendments

Section 1. Proposed amendments(s) may be submitted in writing by any active member or chapter adviser at least 15 days prior to a meeting of the PBL Division's Executive Council. If not submitted in time for consideration at a meeting, the proposed amendment(s) may be mailed to the executive council for approval or disapproval.

Section 2. All amendments approved by the PBL Division's Executive Council are submitted to the PBL Division's Board of Directors for approval before being presented for ratification by local chapters.

Section 3.

a. The PBL Division's Executive Council submits the proposed amendment(s) which are approved by the PBL Division's Board of Directors to the authorized voting delegates at the PBL Division's Leadership Conference or to the active local chapters in good standing with the state and national organizations for ratification by mail.

b. A simple majority of authorized voting delegates at the PBL Division's Leadership Conference may ratify an amendment(s).

c. A simple majority of the valid ballots returned by the deadline from active local chapters in good standing with the state and national organizations may ratify an amendment(s).

d. A deadline for the return of ballots is established by the PBL Division's Executive Council to be not less than thirty days from the postmark on the envelope in which the ballots were received by the local chapter.

Section 4. The local chapters are to receive a copy of the proposed amendment(s) at least one week in advance of a business session at the PBL Division's Leadership Conference, or local chapters are to receive a copy of the proposed amendment(s) in the same mailing in which they receive their ballot.